

## INSTRUCTIONS FOR SUBMISSION OF COURSES

**IT IS IMPORTANT THAT YOU THOROUGHLY READ THESE INSTRUCTIONS, AS THE APPLICATION REQUIRES AN ATTESTATION OF YOUR UNDERSTANDING OF, AND ADHERENCE TO THESE GUIDELINES**

Each course application and required attachments shall be submitted electronically:

1. Go to [www.elicense.ct.gov](http://www.elicense.ct.gov)
2. Login or create an account
3. Select "Initial Application"
4. Select "Real Estate"
5. Select "Start" next to "REAL ESTATE PRE/CONTINUING EDUCATION COURSE (RCE-CRS)"

**There is no set schedule for submission/approval.** All courses will be reviewed/approved as quickly as possible. You will be notified if more info is needed or your course is approved or denied. No course should be advertised or offered until approval is posted.

It is each school's responsibility to track course approvals/expiration via the DCP website:

<https://portal.ct.gov/DCP/Real-Estate/Real-Estate-Education-and-Exam-Information>

The application must contain all required information, including:

- ARELLO certificate (if on-line, asynchronous course)
- Copy of student completion certificate to be issued, (must contain):
  - Student's name; school name and school code; course title; date(s) attended; number of credits; line for school official signature.
- Proposed course schedule including number of days per week & hours per day
- Affirmation of compliance with all Regulations concerning school and course approval
- Course details:
  - Detailed, timed course outline.
  - Instructor's lecture guidelines
  - Copy of all text and related teaching materials (Outside cover and inside page containing copyright date)
  - Copy of final exam, if present
  - Locations of all classrooms
  - Names and addresses of all instructors to be used.
- Each school is responsible for submitting their course location, instructor information and teaching schedule 10 days prior to each in-classroom course being offered.
- Expiration periods, from date of application:
  - General CE – 5 years
  - Mandatory CE – 2 years
  - PNP – 2 years
- On-line courses will expire according to the ARELLO expiration date. It is up to the course owner to provide updated ARELLO certificates prior to a course expiring.

### **IMPORTANT REQUIREMENTS:**

- Approved courses shall not be held on the premises of a real estate brokerage office, real estate franchise or appraiser's office.

- If course is held in a public building or place of public assembly, facility must be adequate to hold such an offering and have been approved by the local Fire Marshall for such purpose.
- *Student Rights* statement is to be provided to each student and adhered to by all instructors (statement provided here as separate document)
- Real Estate Instructors and guest speakers are prohibited from soliciting students for employment at any particular real estate or appraisal firm. The course is an educational opportunity only.
- Business skills courses are not allowed to be taught for credit: Approval will not be issued to any course focusing solely on office or computer skills, salesmanship or personal motivation.
- In compliance with Sec. 20-314a-9, each school, at least 10 days prior to the first scheduled session of each in-classroom course, shall submit to the commission a schedule of the dates, hours, locations, advertising and instructors for each course to be offered.
- Pursuant to Sec. 20-314a-1 Each school seeking approval of its real estate broker's courses shall offer to the general public at least the three courses required to meet the minimum broker's qualifications:  
 These shall include, but not be limited to the following: (1) A real estate principles and practices course consisting of not less than sixty classroom hours of study, (2) legal compliance consisting of at least 15 classroom hours (3) real estate brokerage principles and practices consisting of at least 15 classroom hours, and (4) \*two real estate courses, each consisting of at least 15 classroom hours of study approved by the commission. (\*The real estate commission will accept the previous 30 hour Appraisal Principles or Appraisal Procedures course as equivalent).
- No continuing education course shall be less than 3 hours of instruction (including 15-minute break for every 3 hours of instruction).
- P&P Final examination is not included in number of hours required for instruction (60 hours).
- It is in the best interest of each school to create and disseminate a policy regarding make-up exams/classroom days. The school policy should clearly spell out the maximum time that will be extended to a student for any required make-up for missed days or exam due to an unforeseen circumstance.
- School must report continuing education course completions to PSI within 30 days of course completion (*SEE SEPARATE DOCUMENT REGARDING PSI REPORTING*).
- All students are to be provided a certificate of completion for ALL courses. Certificates must be received by student within 7 days of course completion (including pre-licensing courses).
- All course advertisements must comply with Real Estate Commission Regulations regarding advertisements.

The Principals and Practice of Real Estate course shall consist of a minimum of sixty hours of classroom instruction and shall include, but not be limited to the following subject matter: (1) real estate law, (2) brokerage, (3) Connecticut real estate licensing laws and regulations, (4) equal opportunity in housing, (5) real estate valuation, (6) financing, (7) specialized fields of real estate practice, (8) development, (9) land use regulations, (10) taxation, (11) market analysis, (12) the real estate business. The current publications required to be used as a basis for instruction are:

\*Modern Real Estate Practice, 19<sup>th</sup> Edition

\*CT Real Estate Practice and Law, 13<sup>th</sup> Edition

*\*Editions updated periodically-most updated edition is to be used*

(Effective 7/1/2016, the two mandatory 15-hour courses required to meet broker pre-licensing requirements are (1) Legal Compliance and (2) Real Estate Brokerage Principles and Practices. Any broker application received and approved prior to 7/1/2016 shall meet the current requirement of 60 hour P&P course, 30 hour Appraisal Principles or Appraisal Procedures and 30-hour elective real estate related course). Any school desirous of offering either of these courses shall utilize the outlines provided when creating a course for commission review.

## **CONNECTICUT REAL ESTATE COMMISSION STUDENT RIGHTS**

### **STUDENT RIGHTS**

**The Connecticut Real Estate Commission** informs students who are taking a real estate pre-licensing course to obtain a real estate salesperson's license, of the following:

- Real estate schools, instructors and guest speakers are prohibited from soliciting your employment at any one particular real estate firm.
- You are not obligated to contract with any particular real estate firm by virtue of your classroom education alone.
- An employment or independent contractor agreement with a real estate firm is typically a binding contract. You are advised to consult an attorney before you enter into any such agreement.

**CONNECTICUT REAL ESTATE COMMISSION**  
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